

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Skilled Trades Technician II		
<b>Job Code:</b>	ST5270	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	06/04/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs skilled maintenance, installation, and fabrication tasks in the assigned trades (Electrician, Plumbers, HVAC, and Carpenters). Provides technical support to assigned supervisory personnel.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Develops work plans and schedules for the provision of services in the assigned area.
2. Supervises work of unskilled personnel as appropriate.
3. Maintains appropriate records, writes reports and prepares correspondence as assigned.
4. Establishes and follows a preventative maintenance schedule for equipment. Inspects cleans tools daily. Orders and maintains supplies according to established City and departmental procedures.
5. Performs related duties outside of the area of specialization as required by specific jobs, which may include hand dry walling, painting surfaces, repairing concrete forms, assisting with electrical repairs, performing welding tasks, etc.
6. Employs safe work practices and follows safety guidelines.
7. Performs other duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **When assigned to Heating, Ventilation and Air Conditioning:**

1. Maintains and installs heating systems and air conditioning systems in assigned area. Repairs systems as necessary. Oversees electric and electronic temperature control systems. Performs preventative maintenance on HVAC equipment.
2. Recovers refrigerants in compliance with established codes and regulations.
3. Installs plumbing and electrical equipment necessary for heating, cooling, and ventilation equipment.

4. Repairs or replaces compressors, controls, motors, regulators, burners and other equipment.
5. Performs maintenance and repair to hockey ice making equipment as needed.

**When assigned to Carpenter duties:**

1. Constructs, repairs and refinishes wooden articles such as desks, chairs, cabinets, and other office furnishing.
2. Repairs floors, partitions, and doors; install all types of counter tops.
3. Makes drawings and sketches of construction or repair projects.
4. Provides maintenance, remodeling and new construction of city buildings.
5. Performs and/or supervises rough and finished carpentry work in the construction, alteration, repair or maintenance of buildings, floors, walls, roofs, stairways, doors, windows, wooden fixtures, etc.
6. Establishes grades of foundations and floor slabs of buildings or building additions.

**When assigned to electrical duties:**

1. Plans and participates in all phases of rough and finished wiring work involved in the installation of conduits, wires, pull boxes, switchboards and switches required by new or existing electrical systems.
2. Tests, locates and repairs trouble in electrical circuits and equipment.
3. Repairs and replaces motors, pumps, generators and other fixtures or appliances.

**When assigned to instrument technician duties:**

1. Installs, repairs and maintains motors, electronic and electrical instruments and panels, and programmable process controllers.
2. Enters manholes to service power distribution lines, pumps and flow transmitters.

**When assigned to maintenance mechanical duties:**

1. Performs building trade tasks such as carpentry, electrical, masonry, painting, roofing, plumbing and cement work.
2. Repairs various equipment related to assigned division and builds metal objects by welding.
3. Replaces electric motors, switches, pumps and lighting systems.

**When assigned to plumbing duties:**

1. Plans and participates in all phases of rough and finished plumbing work involved in construction, alteration, repair and maintenance.
2. Installs pumps, hot water heaters and fuel storage tanks. Repairs or replaces steam lines and cleans sewer lines.
3. Repairs, designs and installs irrigation systems. Provides chemical treatment and preventive maintenance of pools, fountains, pumps and water feature facilities.

4. Repairs and extends existing plumbing facilities.
5. Replaces leaky faucets, washers and commodes.

**When assigned to irrigation duties:**

1. Performs responsible repair, maintenance and construction of irrigation systems on athletic fields.
2. Manages computerized irrigation controllers.
3. Performs purchasing, inventory and mathematical calculations for irrigation systems repair costs.

**KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:** (Depending on assigned trade)
  - Environmental regulations relating to various trade duties.
  - Common safety procedures and precautions.
  - Current State laws, City codes and inspections pertaining to various trades.
  - General department policies and regulations.
  - Characteristics of electricity; electric wiring and electronic systems related to heating, air conditioning, and ventilation systems.
  - Practical mathematics, physics, chemistry; principles of airflow.
  - Refrigeration cycle; combustion principles.
  - Related welding techniques (brazing, soldering, etc.)
  - Proper techniques and uses of a variety of hand tools, power tools and assigned trade.
  - Sheet metal forming, welding, and angle iron construction methods.
  - Examine blueprints and drawings.
  - Various types of plumbing materials: PVC, galvanized, copper, and/or black pipe.
  - Methods and procedures of the plumbing trade.
  - Principles and practices of installation and maintenance of irrigation systems.
  - Use a computer and various work related program software.
- **Skill in:**
  - Planning and prioritizing.
  - Observation and decision-making.
  - Organization and time management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Follow written and verbal instructions.
  - Operate hand tools, power tools, and heavier equipment.
  - Read and interpret blueprints and drawings.
  - Understand and apply various City codes.
  - Climb and work from ladders.
  - Work in confined spaces.
  - Establish inventory needs and stock needed parts and materials.
  - Perform various mathematical calculations.

## **MINIMUM JOB REQUIREMENTS**

HS Diploma/GED supplemented by specialized training in assigned trade and two years of related skilled trades experience.

## **OTHER REQUIREMENTS**

Valid Texas Class C Driver's License.

Appropriate certifications related to specialized field.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.